

**Using Dashboards, Scorecards, and Apps in Power BI**

**Course Number:** PBI-116  
**Duration:** 1 day

**Overview**

This Power BI training course teaches enterprise users how to share and distribute their Power BI reports and covers the differences between reports and dashboards. Participants learn how to implement and use dashboards and work with scorecards. Students also learn how to publish a custom app with different reports and dashboards for their target audience.

**Prerequisites**

Students must have familiarity with Power BI Desktop and reports.

**Materials**

All Power BI training students receive comprehensive courseware.

**Software Needed on Each Student PC**

* A recent version of Windows (Windows 10 or later) with at least 8 GB of RAM
* Microsoft Office installed
* Power BI Desktop installed

**Objectives**

* Build a report
* Create a dashboard
* Develop scorecards and add metrics
* Create and publish a custom App for Power BI

**Outline**

* Introduction
* Get Started with Microsoft Data Analytics
  + Data Analytics and Microsoft
  + Getting Started with Power BI
  + Identify the tasks that a data analyst performs
  + Describe the Power BI landscape of products and services
  + Use the Power BI service.
  + Understanding the differences between report and dashboard
* Creating a Basic Report in Power BI
  + Get data from various data sources
  + Create a report
  + Publish the report to Power BI Service
  + Explore the report on Power BI Service
* Working with Dashboards on Power BI Service
  + Create a dashboard in Power BI Service
  + Understanding tiles
  + Adding media content to the dashboard
  + Adding real-time streaming data to the dashboard
  + Using Q&A to ask questions about your data.
  + Subscribe to dashboard
  + Configure alerts
  + Share dashboard
* Working with Metrics
  + Create a scorecard
  + Add metrics to the scorecard
  + Share score cards
* Creating Apps in Power BI
  + Create an App in Power BI
  + Adding reports and dashboards to the app
  + Configure the target audience for the app
  + Publish the app
* Distributing Power BI Reports
  + Share a Power BI App
  + Embed an app in SharePoint
  + Embed an app in a custom website
* Conclusion